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ABSTRACT

The Counselor's Information Service is a quarterly publication of the B'nai B'rith Career and Counseling Services. This annotated bibliography of current literature on educational and vocational guidance provides the names and addresses of the publishers of the material reviewed and the cost of each publication. The reviews are organized according to the topic areas of occupational information: educational, vocational and personal guidance, guidance administration and procedures, student aids, aids for the teacher, guidance material--free of inexpensive, adult education and the aging, handicapped and rehabilitation counseling, the counselor's bookshelf, and periodicals in guidance and related fields. (S JL)

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COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance.

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OCCUPATIONAL INFORMATION

Air Transportation Occupations. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1974. 4 pp. 50 cents. Occupations in the air transport industry including major areas of flight operations, communications, maintenance, professional and office-sales-passenger jobs are described. Educational requirements, working conditions, salary, employment outlook and related occupations are considered. Sources of further information are listed.

Army Occupational Handbook. Educator Program Coordinator, Department of the Army, Headquarters U.S. Army Recruiting Command, Fort Sheridan, Ill. 60037. 1974. 97 pp. Free. This handbook was prepared for use by students, guidance personnel and Army recruiters. Careers in 36 occupational areas are described. Definition, qualifications, training and jobs within the field are included for each category. Related civilian occupations are listed. General information on self-development, immediate and long-term benefits as well as Army aptitude areas is provided.

Barron's Guide to Medical, Dental, and Allied Health Science Careers. Saul Wischnitzer. Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, N.Y. 11797. 1974. 146 pp. \$3.95. First section considers medicine as a career, preparation for and application to medical school, financial aids and opportunities for women and minority students. AMA-accredited American and Canadian medical schools are listed along with information on admissions policies, curricula, costs and facilities for research, teaching and housing. Model of Medical College Admission Test is included. Section Two discusses dentistry as a career and as an alternate to medicine, educational preparation, dental curricula and Dental Admission Test. Basic data on dental schools is furnished. Final section examines other health-related professions.

Biochemist. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1974. 4 pp. 50 cents. Biochemistry and specialties involved are defined. Personal and educational requirements, working conditions, earnings, hours, opportunities for promotion, employment location and outlook are detailed. Related occupations are covered. Sources for further reading are listed.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY
TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

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CG 010 190

Career in Medicine, A. (Revised). Neal H. Rosenthal. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. \$1.00. This revised edition is a factual, easy to read guide for those who are interested in the medical profession. Major medical specialties which are an integral part of this highly diversified field are outlined. Information on personal and educational requirements, student aids, working conditions, job location, licensure, earnings and employment outlook is provided. Premedical training, as well as facts about preparation for and application to medical school are discussed. Opportunities for Jewish and other minority youth are considered. Advantages and disadvantages of the profession, women in medicine and related occupations is included.

Career in the Biological Sciences, A. (Revised). Neal H. Rosenthal. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 17 pp. \$1.00. The specialties of biological scientists are explored, as well as personal qualities consistent with professional success. Work settings, working conditions, including length of work day, salaries, and benefits are realistically described. Educational requirements, student aids, and opportunities for Jewish and other minority youth are considered. Seeking employment, counseling, and opportunities for professional growth and advancement are outlined. Employment outlook is detailed.

Careers in Community Relations Work. (Revised). Lynne Ianniello. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. \$1.00. Community relations workers seek to strengthen Judaic ideals of justice through social legislation, education and intergroup cooperation. Specialized activities in community relations work are described. Educational and personal qualifications, student aids, job classifications, entry methods, nature and conditions of work, earnings and advancement are discussed. National Jewish community relations agencies and local commissions empowered to engage in educational activities and administer anti-discrimination laws are listed.

Careers in Corporate Management. (Revised). Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. \$1.00. Nature of work and fields of specialization including marketing,

programming, research and development, finance and administration are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, locations and travel, salary, and advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed. Sources of information are included.

Careers in Jewish Community Organization. Charles Zibbell. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 20 pp. \$1.00. Community workers involved in organizations concerned with social change and Jewish identity are represented. Specialties such as social planning, fund-raising, research, community and public relations, community service and others are described. Opportunities available in Jewish agencies, activities, responsibilities, and personal and educational requirements are analyzed. Work setting and conditions including hours, earnings and benefits are considered. Financial aids, career training, securing a position, advantages and disadvantages, and professional affiliations are explored. Additional sources of information are included.

Careers in Jewish Federations. Council of Jewish Federations and Welfare Funds, Inc., 315 Park Ave. South, New York, N.Y. 10010. 1974. Un-numbered. Free. Executive career opportunities in Jewish Federations are considered. Services and functions of Jewish Federation workers are detailed. Federation Executive Recruitment and Education Program is described. Financial aids, participating institutions in executive training program and job opportunities are explored.

Careers in Leadership: U.S. Service Academy Opportunities for Jewish and Other Minority Youth. Information Offices of the U.S. Service Academies. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 18 pp. \$1.50. This pamphlet presents an introduction to each service academy so that interested students may better understand available educational and career opportunities. Information on academic programs, summer training, athletic programs, religious life and extracurricular activities is provided. Admission procedure, expenses, advantages and disadvantages of a military career, academy histories, civilian careers and counseling are also considered. Sources of further information are included.

Careers in Psychology. (Revised). Raymond A. Ehrle. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. \$1.00. Career opportunities and specialties within the field of psychology are described. Information on personal and educational requirements, student aids, working conditions, job location, licensure and earnings is provided. APA approved doctoral programs in Clinical, Counseling and School Psychology are listed. Opportunities for Jewish and other minority youth are considered. Advantages and disadvantages of the profession, employment outlook and opportunities for women are discussed.

Careers in Statistics. Committee of Presidents of Statistical Societies. American Statistical Association, 606 Fifteenth St., N.W., Washington, D.C. 20005. 1974. 23 pp. Free (up to 25 copies). Nature of work as well as fields in which statistical methodology has extensive application are discussed. Education and training, opportunities, working conditions, earnings and challenges of the future are considered. U.S. and Canadian schools offering degrees in statistics and sources of further information are listed.

Careers in the Apparel Industry. Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. \$1.00. History, recent trends and nature of work including specializations such as designer, patternmaker and grader, cutter, sewer, presser, engineer, support personnel, salesperson, buyer and manager are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages and future outlook are considered. Sources of additional information are provided.

Careers in X-ray Technology: Circular of Information. American Society of Radiologic Technologists, 645 North Michigan Ave., Room 620, Chicago, Ill. 60611. 1974. Un-numbered. Free (single copy). Profession of x-ray technology is described. Duties of x-ray technologists, personal and educational qualifications, training programs and types of employment are described. Working conditions, earnings, advantages, disadvantages and professional organizations are detailed. Sample curriculum used in schools approved by American Medical Association is included.

Fisheries as a Profession: A Career Guide for the Field of Fisheries Science. American Fisheries Society, 1319 Eighteenth St., N.W., Fourth Floor Suite, Washington, D.C. 20036. 1974. Un-numbered. Free (single copy). A variety of occupations in fisheries is described. Personal and educational requirements, working conditions, salaries and benefits as well as avenues of employment are detailed. Sources for further information and references are noted.

Geography as a Professional Field. Association of American Geographers, 1710 Sixteenth St., N.W., Washington, D.C. 20009. 1974. 95 pp. Free (single copy). Sixteen geographers describe opportunities in and requirements of their specialization. Training and duties involved in various career areas of teaching, from elementary school through college, business, government and eleven major branches of geography are considered. Appendix lists colleges and universities with programs in geography.

Getting Into Broadcast Journalism: A Guide to Careers in Radio and T.V. Gregory Jackson. Hawthorn Books, Inc., 260 Madison Ave., New York, N.Y. 10016. 1974. 156 pp. \$6.95. This book examines jobs that make up a broadcast news operation including camera people, sound and lighting technicians, production assistants, directors, producers, editors, reporters and others. Ways in which each job interacts with others are described. Education, early experience, how to get started, opportunities for women and minority group members, future outlook and broadcast unions are considered. Sources of further information are provided.

Guide to Indexes as a Resource for Occupations and Careers. A. S. Norman Feingold and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 13 pp. \$1.00. This annotated listing contains over 170 indexes which can be used as occupational or career resources. Applications for use in career education, curriculum or instructional packages are noted. Its purpose is to assist personnel in counseling, administration and education to cover the widest scope of materials with a minimum of time consumption.

Life Career. A. Institute of Life Insurance, 277 Park Ave., New York, N.Y. 10017. 1974. 14 pp. Free. This career pamphlet answers questions about life insurance careers for graduating college students. Careers

in actuarial, auditing, accounting, claims, electronics, group specialist, investment, personnel, research, sales and underwriting are among those considered. Personal and educational requirements, job location, working conditions, earnings, opportunities for continuing one's education and future outlook are discussed.

New Careers for Social Workers. Adrienne Richmond. Henry Regnery Publishing Company, 180 North Michigan Ave., Chicago, Ill. 60601. 1974. 90 pp. \$4.95. Part I considers decision process of changing careers. Part II describes over 100 careers that involve little or no retraining, careers requiring special training or talent, paraprofessional careers, federal government careers, self-employment careers, unusual employment careers and unusual employment within social work. Part III discusses resumes, employment interviews and effective use of employment agencies. Career bibliography is provided.

Occupations 2. Dennis Schroeder (Ed.). New Readers Press, 1320 Jamesville Ave., P.O. Box 131, Syracuse, N.Y. 13210. 1974. 64 pp. \$1.60. Descriptive information is provided on 53 jobs within 7 major occupational categories: semiskilled, skilled, technical, clerical and sales, paraprofessional, self-employed and supplementary occupations. Each job description includes details about job duties, qualifications, working conditions, benefits, opportunities for advancement, job outlook and sources of additional information.

Opportunities in Electrical Trades. Robert Wood. Vocational Guidance Manuals, 620 South Fifth St., Louisville, Ky. 40202. 1974. 141 pp. \$2.45 (paper). First three chapters provide an overview of the electrical industry, information on occupational planning and selection, and development of abilities. Remaining chapters describe occupations in the electrical field and related fields of specialization. Wages, fringe benefits, working conditions, location and availability of employment, opportunities for advancement and future outlook are detailed. Field-related organizations as well as sources of additional information are listed.

Opportunities in Life Insurance Sales. Lee Rosler. Vocational Guidance Manuals, 620 South Fifth St., Louisville, Ky. 40202. 1974. 116 pp. \$2.45 (paper).

The life insurance business and career opportunities it affords are described. Qualities of successful life insurance agents, educational preparation, training opportunities and compensation are explored. Professional aspects of life insurance sales, selling related products, management opportunities, and a week in the life of an agent are covered. Life insurance organizations as well as colleges and universities offering courses in life insurance and related fields are listed.

Opportunities in Osteopathic Medicine Today. Leonard E. Heffel. Vocational Guidance Manuals, 620 South Fifth St., Louisville, Ky. 40202. 1974. 144 pp. \$2.45 (paper). Profession of osteopathic physician and surgeon is discussed. Undergraduate preparation, entrance requirements and application procedures of colleges of osteopathic medicine, cost of training and financial aid are detailed. State licensure, professional practice and working conditions are considered. Listing of colleges offering programs in osteopathic medicine, function and structure of American Osteopathic Association and code of ethics are included.

Opportunities in Pharmacy Careers. Fred B. Gable. Vocational Guidance Manuals, Inc., 620 South Fifth St., Louisville, Ky. 40202. 1974. 141 pp. \$2.45 (paper). Development of pharmacy as a profession as well as current roles of pharmacists are described. Education, admission requirements and financial assistance are detailed. Opportunities for specialization, community pharmacy and sources of employment are discussed. Organizations in pharmacy, code of ethics, accredited schools of pharmacy are included. Recommended readings are provided.

Pathology: The Science of Disease. Intersociety Committee on Pathology Information, 9650 Rockville Pike, Bethesda, Md. 20014. 1974. 16 pp. Free (single copy). Science of pathology and its major subdivisions are considered. Educational requirements, certification, employment opportunities and advantages for women are discussed. Related medical laboratory careers are listed.

"Starter" File of Free Occupational Literature, A. (Revised). Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. \$1.50. Materials

listed may be used to organize a cost-free, selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately 1000 careers. Index cross-references occupational titles of related careers with the 117 job titles listed in main body.

Today's Veterinarian. American Veterinary Medical Association, 600 South Michigan Ave., Chicago, Ill. 60605. 1974. 22 pp. Free (single copy with self-addressed, stamped envelope). Nature of work of veterinarians in private practice, public health, regulatory medicine, military and agricultural research is discussed. Educational requirements and employment opportunities are considered. Listing of veterinary colleges is provided.

Your Career in Art. Philadelphia College of Art, Broad and Pine Sts., Philadelphia, Pa. 19102. 1974. 33 pp. 25 cents. Specialties in applied and fine arts are described. Work duties, personal qualifications, courses of study, job entry and opportunities for advancement are discussed. Locations with greatest potential for employment and free lance opportunities are covered.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

Accredited Dental Assisting Programs. American Dental Association, Council on Dental Education, 211 East Chicago Ave., Chicago, Ill. 60611. 1974. 11 pp. Free. Dental assisting programs which have ADA approval, conditional approval or provisional approval are listed by state.

Accredited Dental Schools. American Dental Association, Council on Dental Education, 211 East Chicago Ave., Chicago, Ill. 60611. 1974. 3 pp. Free. Dental schools that have approval, conditional approval or provisional approval status in the U.S. and Canada are listed. Addendum explains accreditation classifications.

Accredited Medical Laboratory Technician and Medical Assistant Schools, 1974-1975. Accrediting Bureau of Medical Laboratory Schools, Oak Manor Office,

3038 West Lexington Ave., Elkhart, Ind. 46514. 1974. Un-numbered. Free. Accredited medical laboratory technician schools and medical assistant schools are listed. Importance of accreditation, standards, procedures and objectives are also discussed.

Alcohol: Drink or Drug? Margaret O. Hyde. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 150 pp. \$4.72 (Library edition). Manufacture of major alcoholic beverages is described. Effects of alcohol on the human body and problems of alcoholism are considered. Social drinking, problem drinking and prevention of alcoholism are discussed. Guidance and research programs for alcoholics are described.

Alternatives to Traditional Post-Secondary Education. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 11 pp. \$1.00. Changing societal demands upon education and needs of present day students as well as projections of specific career and job opportunities for the 1970's and beyond are detailed. Non-traditional learning and credentialism are discussed. Innovative forms of learning available through technology, such as learning centers, service-learning, and other alternatives are considered. New learning modules including the University Without Walls (UWW) program, Britain's Open University and the U.S. Navy's program are described. Predictions about the future of post-secondary education are outlined. Selected bibliography is included.

BBCCS College Caravans. Joel H. Goldberg. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 21 pp. \$1.00. This publication stresses the need for college visitation and describes benefits of investigation by groups. BBCCS College Caravans provide students a less costly means of college exploration. Methods of organizing college caravans are detailed. A sample "College Evaluation Check-List" is given. Appendices include samples of transportation information, post-caravan letter, correspondence with schools, caravan schedules, publicity notices, reservation forms and caravan evaluation questionnaire. Selected bibliography is provided.

Barron's Guide to the Two-Year Colleges. Vol. 1: College Descriptions. (Fifth Edition). Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, N.Y. 11797. 1974. 270 pp. \$4.95. Junior

colleges, community colleges, technical-vocational institutes, business schools and four-year colleges and universities offering two-year programs are listed. Admissions requirements, enrollment, affiliation, campus size, dormitory capacity, costs, financial aid, accreditation, programs of study, student life and off-campus activities are described. Special remedial programs, additional GED review courses and continuing education options are noted.

College Guide for Buffalo Jewish Youth. Paul Feldman, Brian Goldblatt, Ellen Rosen, Sheryl Rosen, Mimi Schaer and Steven R. Rush (Compls.). B'nai B'rith-JFS Group Guidance Program, 609 Sidway Bldg., 775 Main St., Buffalo, N.Y. 14203. 1974. 51 pp. \$1.00. This guide provides college-bound students and their parents with information about Jewish life and educational resources on 58 college and university campuses chosen most by Buffalo area students. Each listing furnishes mailing address and information on total enrollment, Jewish enrollment, Jewish campus organizations, Jewish studies, and study in Israel. Availability of kosher food, area synagogues, local Jewish community centers and mailing address of campus Hillel or other Jewish organizations are detailed. Selected bibliography is included.

College Questions: Preparing Jewish and Other Minority Parents and Youth. S. Norman Feingold, Joel H. Goldberg, Patricia Houtz and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 22 pp. \$1.00. *College Questions* provides answers to questions often asked by parents and students about college life. Questions concerning living quarters, the pass-fail grading system, "campus morality," the drug scene, counseling and health facilities are considered. Coed dormitory living, changing values, living expenses, establishing friendships, maintaining religious identity and other concerns are also discussed. This pamphlet may be used by counselors, teachers, administrators, community groups, churches, synagogues and libraries as well as parents and youth.

Counselors' Comparative Guide to American Colleges. James Cass and Max Birnbaum. Harper and Row, Publishers, Inc., 10 East 53rd St., New York, N.Y. 10022. 1974. 796 pp. \$12.50. Information is pro-

vided on institutions offering post-secondary training and education programs ranging from less than two years' duration through the baccalaureate degree. Profiles of all four-year accredited institutions include information on admissions, costs, nature of community in which school is located, as well as basic data on academic and social life. Institutions offering scholarships solely on basis of academic achievement and/or non-governmental loans to students from middle income families are noted. Coed dormitory living, individualized majors and mid-year admission are considered. Degree of freedom students have in determining their own academic programs and degree to which students influence regulations governing campus social life are assessed.

Directory of Accredited Institutions, 1974-75. Accrediting Commission, Association of Independent Colleges and Schools, 1730 M St., N.W., Suite 401, Washington, D.C. 20036. 1974. 24 pp. Free (single copy). Business institutions accredited by the Accrediting Commission of AICS, designated as a nationally recognized accrediting agency by the U.S. Office of Education are listed. Address, administrator's name and telephone are included. Operating criteria for business schools are outlined.

Directory of Accredited Private Home Study Schools. 1974 Fall Edition. Accrediting Commission, National Home Study Council, 1601 Eighteenth St., N.W., Washington, D.C. 20009. 1974. Un-numbered. Free. Accredited home study schools as well as subjects they teach are listed. Advantages of home study and meaning of accreditation are discussed.

Education for a Journalism Career. American Council on Education for Journalism. Available from: Milton Gross, Secretary-Treasurer, ACEJ, School of Journalism, University of Missouri, Columbia, Mo. 65201. 1974. 20 pp. Free. Accredited programs in journalism are listed. Listings also show which schools offer master's and doctorate degrees in journalism or mass communications. Name and location of institution, administrative head, accredited programs and most recent date of accreditation are indicated.

Getting a Job: A Study of Contacts and Careers. Mark S. Granovetter. Harvard University Press, 79 Garden St., Cambridge, Mass. 02138. 1974. 179 pp. \$7.95. Ways in which professionals are channeled into

high-level positions are examined. Nature of relation between job-changers and their contact is explored. Problem of why some individuals have "right" contacts while others do not is analyzed. Ways in which job information is transmitted as well as factors influencing such transmission are traced. Impact of these factors on career patterns, organizational structure and "affirmative action" programs is considered.

Graduate Library School Programs Accredited by the American Library Association. "Accredited List," American Library Association, 50 East Huron St., Chicago, Ill. 60611. 1974. 2 pp. Free. Schools are listed by region in alphabetical order. Schools offering post-master's, specialist or certificate programs, doctoral programs and accredited programs at fifth-year level leading to professional bachelor's degree are noted.

How to Select a Private Vocational School. Griff D. Pitts. National Vocational Guidance Association. Available from: American Personnel and Guidance Association, Publication Sales, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009. 1974. 24 pp. 75 cents. This guide presents information to assist individuals in considering private vocational schools as a means of upgrading present skills or developing new and more specialized skills. Purpose of vocational schools, types of training, meaning of accreditation, school selection and financial aid are considered. A 10-point check list provides suggestions on what to look for when selecting a private vocational school. Sources of additional information are included.

How to Study. (Revised). Ralph C. Preston and Morton Botel. Science Research Associates, Inc., 259 East Erie St., Chicago, Ill. 60611. 1974. 163 pp. \$2.95. Study skills and habits necessary for efficient studying are outlined. Ways in which to master textbook chapters by previewing, reading, notetaking and remembering are detailed. Reading and studying in mathematics, literature, and foreign languages are considered. Report writing, effective listening, preparing for and taking examinations as well as planning one's study time and setting are examined. Exercises and study tasks are provided.

Job Satisfaction: Is There A Trend? U.S. Department of Labor, Manpower Administration. Available from: Superintendent of Documents, U.S. Government

Printing Office, Washington, D.C. 20402. 1974. 57 pp. 95 cents. Major research on job satisfaction during the past forty years is reviewed. National trends in job satisfaction, demographic and occupational distribution of job satisfaction and motivational assumptions about what Americans look for in their jobs are detailed. Implications of job satisfaction or dissatisfaction for workers and experiments to improve working conditions are considered. Appendices provide, in chart form, summaries of statistical data.

Meeting the Challenge: Experimental and Innovative Colleges and Universities. S. Norman Feingold, Anne E. Garrett and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. \$2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Also included in each listing is information pertaining to accreditation, affiliation, environmental surroundings, composition of student body, and enrollment figures. Academic calendar, grading system and degrees offered as well as tuition costs, types of housing facilities and availability of Jewish religious facilities are provided. Details pertaining to programs and facilities are included where possible. Special section on visiting experimental and innovative schools is also included.

1974-75 Dental Admission Testing Program. Division of Educational Measurements, Council on Dental Education, American Dental Association, 211 East Chicago Ave., Chicago, Ill. 60611. 1974. 19 pp. Free. Dental Admission Testing Program is described. Information on American Association of Dental Schools Application Service is presented. Requirements for participation in Dental Admission Testing Program, application procedures, fees, and testing dates are detailed. Testing centers are listed. Information on testing dates, test reports, re-examination, scope of examinations, scoring and testing center regulations is included.

1974-75 Guide to Four-Year College Majors. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1974. 269 pp. \$5.50. This guide is a compilation of

300 four-year, graduate and professional programs offered by approximately 1800 institutions of higher education. Contents include index to general areas of study, listing of specific majors or programs, and a listing of colleges with address and status changes.

1974-1975 Guide to Two-Year College Majors and Careers. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1974. 106 pp. \$5.50. Information on two-year occupational-career curricula, associate and transfer programs is provided. Index to contents by general areas of study, index to majors and listing of colleges with addresses and status changes are included.

Stress. Walter McQuade and Ann Aikman. E. P. Dutton and Company, Inc., 201 Park Ave. South, New York, N.Y. 10003. 1974. 243 pp. \$7.95. This book explains how career problems, family hostilities and tensions of urban living alter body chemistry. Emphasis is on solutions to stress problems, ranging from biofeedback and hypnosis to psychotherapy, mysticism and the encounter movement. What people actually want from life, and ways in which they can get it at least cost to themselves and their health are considered.

Western Association of Schools and Colleges Directory. Western Association of Schools and Colleges, Inc., 1499 Bayshore Hwy., Suite 244, Burlingame, Calif. 94010. 1974. 87 pp. Free. Institutions accredited by WASC as well as candidates for accreditation are listed. Each school listing includes address, telephone, president's name, affiliation, academic calendar and degrees offered. Enrollment data and professional accreditation are also provided.

Where to Find Summer Job Ideas and Information. Steven E. Goodman. Available from: Dr. Steven E. Goodman, P.O. Box 370-N, Somerville, N.J. 08876. 1974. 6 pp. \$1.00 (enclosed). Sources of information and publications which provide ideas, information and contacts about summer jobs are listed.

Worldwide List and Description of Humanistic Schools. Association of Humanistic Psychology, Education Network, 325 Ninth St., San Francisco, Calif. 94103. 1974. 47 pp. \$1.75 (AHP members); \$3.00 (non-members). Programs in humanistic psychology and related disciplines such as religion, philosophy,

anthropology, education and counseling are listed. Types of programs available in higher education and location are indicated. Accreditation, application deadlines, chances of admission, costs, how the program is humanistic, and types of humanistic psychology available are noted.

GUIDANCE ADMINISTRATION AND PROCEDURES

American Learned Societies in Transition: The Impact of Dissent and Recession. Harland G. Bloland and Sue M. Bloland. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 130 pp. \$6.95. Influence of campus unrest of the late 1960's on structures of faculty power as well as directions of research and teaching within academic disciplines is considered. Activities of "radical" faculty members during the unrest are examined. Formation of caucuses within professional societies and their impact upon internal structure of these societies are analyzed. Reasons for growth of faculty unions are outlined. Authors speculate on possible repercussions of unions for the future character of learned societies in the U.S.

And Jill Came Tumbling After: Sexism in American Education. Judith Stacey, Susan Bereaud and Joan Daniels. Dell Publishing Company, Inc., 1 Dag Hammarskjold Plaza, New York, N.Y. 10017. 1974. 461 pp. \$1.75. Institutional, cultural and psychological varieties of sexism in education are analyzed. Both implicit and explicit forms of sex bias are examined. Intelligence; sexual bias in children's books, toys and colors; sex-role stereotypes in elementary education and sexism in high school are explored. College education for women, the "academic" women and impact of women's movement on teaching are considered. Ways in which sex bias may be eliminated are suggested.

Behavioral Insight for Supervision. Ralph W. Reber and Gloria E. Terry (Eds.). Prentice-Hall, Inc., Publishers, Englewood Cliffs, N.J. 07632. 1975. 265 pp. \$6.50 (paper). Combination of text, readings, and cases presents an approach to understanding behavior of people at work. Behavioral concepts such as motivation, importance of supervisory style and influence of job design on employee performance are

examined. Tools necessary for meaningful supervision are described. Dynamics of group relationships and interaction are discussed. Exercises to promote applications of behavioral concepts to actual situations are included.

Career Guidance: Roles for Action. Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. \$1.00. Direction and emphasis career guidance concepts should take are considered. Responsibilities of guidance counselors within the framework of career education are discussed. Career development concepts are examined at the elementary through secondary school levels with discussion of techniques developed by various authorities in career guidance. "Roles for action" that counselors may take in order to be better prepared for more effective utilization of skills and knowledge are delineated.

Career Guidance—When, Where and By Whom? S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. \$1.00. Developments within the field of career guidance and technical innovations likely to occur within the next 20 years are outlined. Personal, interpersonal and systemic factors influencing amount of benefit one receives from information systems are surveyed. The "when, where and by whom" of career guidance are examined. Counselors' responsibilities within the framework of career guidance are considered.

Career Satisfaction and Success: A Guide to Job Freedom. Bernard Haldane. AMACOM, American Management Associations, 135 West 50th St., New York, N.Y. 10020. 1974. 194 pp. \$9.95. Author's "System to Identify Motivated Skills (SIMS)" leads readers through a process by which personal strengths may be identified. Ways in which realistic goals for career development may be set as well as pinpointing areas where changing business conditions offer opportunities for personal growth are considered.

Catalog of Federal Education Assistance Programs. U.S. Department of Health, Education and Welfare, Office of Education. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. 1974. 613 pp. \$5.55. This catalog provides brief descriptions of and indexes to Federal programs which provide educational benefits

to the American public. Each program is described in terms of type of assistance, purpose for which it is available, eligibility for aid, and application procedures. Sources of additional information are noted. Listings include financial assistance, technical assistance, counseling and professional training, and assistance in the form of provision of Federal property, facilities, equipment, goods and services.

Contemporary Games. Volume 2, Bibliography. Jean Belch (Compl.). Gale Research Company, Book Tower, Detroit, Mich. 48226. 1974. 408 pp. \$45.00. Citations refer to both popular and technical sources including books, articles, scholarly papers, proceedings, directories and bibliographies that cover games, play situations and simulations used for instruction in education, government and business. Subject divisions encompass: General Information on Educational Gaming, Games in the Classroom, Business Games and Management Simulations, Conflict Resolution, Land Use and Resource Allocation, Research Employing or Evaluating Games and Simulations. Author, institution, game and supplementary subject indices are provided.

Continuing Education Unit, The: Criteria and Guidelines. National Task Force on the Continuing Education Unit. Available from: National University Extension Association, Suite 360, One Dupont Circle, Washington, D.C. 20036. 1974. 31 pp. \$5.00. Administrative and program criteria for use by the continuing education unit are explained. Procedures for determining number of CEU to be awarded for particular activities, evaluating successful completion of activities, establishing and maintaining permanent records on CEU awarded are outlined. Development and implementation of evaluation methods for non-credit continuing education activities are detailed.

Critical Issues in Career Guidance. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. \$1.00. Issues confronting and challenging career guidance counselors are examined. Question of whether counselors are facing a crisis of identity is explored. Requirements for satisfactory fulfillment of counselors' roles are considered. Functions of a professional association in order to effectively represent its membership are delineated.

Diagnostic Studies. Walter R. Mahler. Addison-Wesley Publishing Company, Reading, Mass. 01867. 1974. 214 pp. \$11.95. Method of diagnostic studies as a means to improve personnel functions in management is considered. Studies illustrate how varied situations may be approached from a data orientation. Theoretical foundations for diagnostic studies and effective use of data are discussed. Climate, organization, coaching practices, organizational characteristics, power conflict, employee performance and data contribution to career planning are examined. Time analysis, personnel decisions, authority, and role of personnel are explored.

80's, The: Where Will the Schools Be? National Association of Secondary School Principals, 1904 Association Dr., Reston, Va. 22091. 1974. 56 pp. \$3.00. Essays in this monograph outline predictions and projections of 14 practicing school principals as to where schools will be in the 1980's.

Ethical and Legal Concerns of the Counselor. Mark L. Fisher. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. \$1.00. Ethical and legal implications of counselors' professional activities are discussed. Past laws affecting counselors' performance of duties are delineated. Issue of privileged communication is examined. Ways in which counselors may protect themselves from lawsuits are considered. Importance of more efficient counselor education and training is stressed. Author urges counselors to take heed of ethical and legal considerations in guidance. Questions for consideration and selected bibliography are included.

Future is Now, The. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 8 pp. \$1.00. The need of today's youth for personal growth and self-actualization is considered. Author's conviction that "the future is now" and tomorrow's leadership is here today is highlighted. Technological advances, as well as technical innovations expected to be in existence in the year 2000, are examined. The concomitant need for improvement of human relations in order to achieve a meaningful life of service to others is stressed. Major contention is that the responsibility and privilege of today's youth is to make of tomorrow what they will and to help society become more people-oriented.

LIST: Library and Information Services Today. An International Registry of Research and Innovation. Volume 4/1974. Paul Wasserman (Ed.). Gale Research Company, Book Tower, Detroit, Mich. 48226. 1974. 548 pp. \$38.00. This book describes 1,362 research efforts, books and monographs in preparation, and innovative activities involving 2,592 personnel active in library and information services throughout the world. Government, academic, industrial, research, and association sponsored efforts, as well as personal projects are represented.

Learning for Tomorrow: The Role of the Future in Education. Alvin Toffler (Ed.). Vintage Books, Random House, Inc., 201 East 50th St., New York, N.Y. 10022. 1974. 421 pp. \$2.95 (paper). Selections in this book deal with ways in which the notion of "future" is handled in U.S. schools and universities. Part One considers topics such as psychology of the future, future-focused role images, ways men and women differ in their ideas about the future and black children's images of the future. In Part Two, place of the future in school curricula is considered. Part Three discusses educating children for the future, educational change, science fiction as an educational tool, values and the future's movement in education, and the reform of higher education. Appendix provides a survey of educational futuristics, selected futuristics syllabi, directory of futuristics courses and a listing of centers for research or information about educational futuristics.

Managerial Performance and Promotability: The Making of an Executive. Mark B. Silber and V. Clayton Sherman. AMACOM, American Management Associations, 135 West 50th St., New York, N.Y. 10020. 1974. 179 pp. \$11.95. Manager performance effectiveness, career and organizational psychopolitical acumen and promotability are considered. Ways in which managers may increase individual and group effectiveness are demonstrated. Informal political world of managing, systematic on-the-job performance change, and proven ways to gain employee job commitment are examined.

"Now" Generation, The: Guidelines for the Counselor. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 12 pp. 50 cents. New life styles, values and changing press of today's cultural environment are explored.

Specific examples of creative programs are detailed. Counselor's responsibilities to youth as a facilitating agent are summarized.

Obsolescence and Professional Career Development.

H. G. Kaufman. AMACOM, American Management Associations, 135 West 50th St., New York, N.Y. 10020. 1974. 193 pp. \$11.95. Causes of obsolescence of knowledge and skills are examined. Societal, organizational and psychological areas in which obsolescence may exist are scrutinized. Author details ways in which obsolescence syndrome may be checked—techniques of personnel management, continuing education, job design and organizational change. Final chapter discusses future directions organizations may take to deter obsolescence.

Organization and Administration of Pupil Personnel Services.

Howard L. Blanchard. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 153 pp. \$7.95. This work is concerned with the adequacy of guidance services. Philosophy, premises, ideas and policies are considered for each service. Instructional, orientation, placement, individual inventory, information, counseling, research and follow-up, evaluation, in-service program and public relations services are examined. Suggested roles and responsibilities for each member of the guidance team are included. In-service training programs are recommended. Organizational charts and schemata are provided as illustration.

Selected Speeches on Career Development and Education.

S. Norman Feingold and Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 16 pp. \$1.00. "Colleges and Universities: Career Development for Human Potential," by Dr. S. Norman Feingold highlights obligations of higher education in career development. Goals in preparing young people to assume their appropriate places in the world of work are analyzed. Responsibilities in relation to the new concept of career education are examined. Thrusts to make education more meaningful in the development of human potential are presented. "Career Education: A Philosophy," by Marvin J. Feldman, considers philosophical differences between vocational education and career education. Career education and its relation to a more meaningful vocational education system is delineated. Needs for immediate change in vocational education are stressed.

Student Development and Education in College Residence Halls.

David A. DeCoster and Phyllis Mable (Eds.). American College Personnel Association. Available from: American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009. 1974. 278 pp. \$4.50. This book provides a resource for the professional education of student development specialists interested and concerned in residence education. Student development philosophy is considered. Implications for the interpersonal environment and human relationships within residential communities are discussed. Role of residence hall personnel is examined. Final section integrates present status of residence hall education effort, some external forces which affect the program and challenges for the future.

Survey of College and University Programs for American Indians.

A. Western Interstate Commission for Higher Education, P.O. Drawer P, Boulder, Colo. 80302. 1974. 210 pp. \$3.50. This survey is intended primarily for use by those planning programs involving American Indian administrators, faculty and students. Programs of special interest to American Indian students as well as programs concerning American Indian affairs which also may be open to non-Indian students are indicated.

What Every Supervisor Should Know. (Third Edition).

Lester R. Bittel. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 756 pp. \$12.50. By means of more than 750 questions and answers, supervisory methods as well as human relations, group dynamics and managerial control techniques are considered. Supervision of the "new labor force," supervision of women workers, safety, industrial pollution, product reliability, obsolescence and management of change are discussed. Thirty-three case histories illustrate ways in which various problems of management may be solved.

What School is For.

Gabriel Chanan and Linda Gilchrist. Praeger Publishers, 111 Fourth Ave., New York, N.Y. 10003. 1974. 133 pp. \$7.50 (cloth). Present predicament of public education is reviewed. Prospects for reform, formal and informal education, pupils' culture, middle class culture, educational aims, curriculum structure, methods of selection and evaluation are examined. Authors propose subculture-

oriented reforms directed to education of working-class students.

Women in Higher Education. W. Todd Furniss and Patricia Albjerg Graham (Eds.). American Council on Education, One Dupont Circle, Washington, D.C. 20036. 1974. 336 pp. \$10.00. Analyses, opinions and suggestions relating to discrimination against women in higher education are provided by 38 leaders in education, feminism, law and government. Conscious and unconscious practices and prejudices are described. Impediments to motivation, productivity and careers, cost effectiveness of women professionals, women's rights, and roles assigned by convention to women are discussed. Issues of academic ability, double standards for judging credentials and performance of men and women, social barriers to women in higher education, role of women's colleges, women's studies, feminism and black feminism are also identified.

Work Disincentive Effects of Unemployment Insurance, The. Raymond Muntz and Irwin Garfinkel. W. E. Upjohn Institute for Employment Research, 300 South Westnedge Ave., Kalamazoo, Mich. 49007. 1974. 65 pp. \$1.50. By use of cross-section studies, social experiments and studies of related transfer programs, such as Aid to Families with Dependent Children and Old Age Insurance, authors estimate relationship between rewards for working and work effort. Short-term work disincentive effects of Unemployment Insurance System as well as long-term results are analyzed.

STUDENT AIDS

ANPA Foundation Scholarships for Minority Journalism Students. American Newspaper Publishers Association Foundation, P.O. Box 17407, Dulles International Airport, Washington, D.C. 20041. 1975. Un-numbered. Free. This scholarship program is designed to help minority journalism students, especially those seriously considering a newspaper career, complete their undergraduate education. Background and history of scholarship program, application guidelines and criteria for grants are discussed. Institutions accredited by the American Council on Education for Journalism are listed.

Graduate Fellowships for Black Americans. The National Fellowships Funds, 795 Peachtree St., N.E., Suite 484, Atlanta, Ga. 30308. 1974. 7 pp. Free. A limited number of graduate fellowships are available to Black Americans who wish to pursue doctoral study in the basic biological and physical sciences, the humanities and the basic social sciences. Eligibility, application procedure, general guidelines, amount of stipend, supplements to stipend and selection procedure are detailed.

Graduate Scholarships for Community Organization Programs Available for Careers in Jewish Community Welfare Federations. Council of Jewish Federations and Welfare Funds, Inc., 315 Park Ave. South, New York, N.Y. 10010. 1974. Un-numbered. Free. These graduate scholarship grants and loans are available to young men and women seeking to prepare for careers with Jewish Federations in the U.S. and Canada. Participating institutions are listed which offer graduate degrees encompassing a school of Social Work and a related institution of higher Jewish learning with component field-work placement and instruction within a Jewish Federation. Core curriculum, eligibility, application, procedure and source of further information are detailed.

Graduate Student Fellowships at Russell Sage Foundation, 1975-1976. Russell Sage Foundation, 230 Park Ave., New York, N.Y. 10017. 1974. Un-numbered. Free. Three fellowships are awarded annually to students in their final year of doctoral studies who wish to spend a year at the foundation's mid-Manhattan offices. Primary emphasis is on application of social science research to social policy formation in law, educational and human resources, biology, social change, and mass media. Eligibility is limited to students who have faculty approval for dissertation research and are well advanced in its execution. Amount of stipend and application procedures are detailed.

Law Schools and Bar Admission Requirements: A Review of Legal Education in the United States. American Bar Association, 1155 East 60th St., Chicago, Ill. 60637. 1974. 60 pp. Free. Information on law schools approved by the American Bar Association is provided. Attendance figures, degrees offered, number of degrees conferred in 1972-73 academic year, tuition and fees, facilities for the

handicapped and number of library volumes are detailed. Data are also included for schools not on the approved list. Minimum requirements for admission to legal practice in the U.S. and code of recommended standards for bar examiners are also considered.

Need a Lift? To Educational Opportunities, Careers, Loans, Scholarships, Employment! (Twenty-fourth Edition). American Legion Education and Scholarship Program, Americanism and Children and Youth Division, Indianapolis, Ind. 46206. 1974. 132 pp. 50 cents. Sources of career, scholarship and loan information are listed. Information directs students to over \$4 billion in scholarships, fellowships, loans and part-time jobs to help finance their education. Information on state educational benefits is included.

Russell Sage Foundation Residencies in Law and Social Science. Russell Sage Foundation, 230 Park Ave., New York, N.Y. 10017. 1974. Un-numbered. Free. Russell Sage Foundation residencies in law and social science are intended for persons who have already completed their major training in law or in one of the social science disciplines and wish to extend their training across interdisciplinary lines. Program description, eligibility, stipends and application procedure are included.

SEG Foundation Scholarship Program. Society of Exploration Geophysicists, SEG Foundation, P.O. Box 3098, Tulsa, Okla. 74101. 1974. 1 p. Free. Scholarships for students pursuing careers in geophysics are awarded annually. Foundation's policy, number of scholarships as well as amount and administration of scholarships, and general eligibility requirements are detailed.

Scholarships and Other Financial Aids in Minnesota. Phillip B. Haber and Reynold Erickson (Eds.). Pupil Personnel Services Section, Division of Instruction, Minnesota Department of Education. Available from: State of Minnesota, Documents Section, Room 140, Centennial Office Bldg., St. Paul, Minn. 55155. 1973. 181 pp. \$3.00. Financial aids including scholarships, grants-in-aid, fellowships, honors awards, educational loans and work-study programs for Minnesota students are listed. Federal and state financial aid programs, scholastic aptitude qualifying tests, scholarships available from institutions of higher education,

and scholarships for students majoring in specific vocations, for special groups of people and those related to membership in organizations or employment are included. Each listing provides information on qualification requirements, value of award, final date of application and where to make application.

Scholarships and Other Financial Aids in the Tri-State Area: Western Pennsylvania, Ohio and West Virginia. Jared Ira Falek, Jack Heinowitz and Samuel Binstock. Western Regional Office, District #3, B'nai B'rith Career and Counseling Services, 5824 Forbes Ave., Pittsburgh, Pa. 15217. 1974. 128 pp. \$2.00. Sources of financial aid available in Western Pennsylvania, Ohio and West Virginia are listed. Scholarships, fellowships, loans, work-study programs and financial aid packages are included. Each listing provides information on name of award, qualifications, value of award and where to make application. Selected bibliography as well as selected minimum student aid resource library are furnished.

Smithsonian Opportunities for Research and Study in History, Art, Science. Board of Academic Studies, Smithsonian Institution, Washington, D.C. 20560. 1974. 141 pp. Free. Smithsonian museums, laboratories, archives and other reference resources for research and study opportunities in history, art and science are listed. Listing of institutional support services and staff available for specialized assistance to visiting investigators is also provided.

Student Aids and BBCCS: A New Look at an Old Problem. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 25 pp. \$1.00. Student aid picture between 1938 and 1973 is examined. Types of financial assistance—scholarships, fellowships, loans, both federal and commercial, student aid packages, work-study programs, etc., are discussed. Sources of information on Guaranteed Student Loan Program are listed. Areas in which problems exist for minority students are explored. Role of counselors in career and scholarship planning is delineated. Selected bibliography is included.

Student Financial Aids at Wyoming Colleges 1975. Division of Student Financial Aids, University of Wyoming, University Station, Box 3335, Laramie, Wyo. 82071. 1974. 64 pp. Free. Information is

provided on financial aids at 8 institutions of higher education in Wyoming for the 1975-76 academic year. First section contains general information and instructions applicable to all institutions. Detailed descriptions of scholarships, grants, loans and employment follow. Participating institutions include: Casper College, Central Wyoming College, Eastern Wyoming College, Laramie County Community College, Northwest Community College, Sheridan College, Western Wyoming College and University of Wyoming.

Tuition Scholarships for Dental Assistant Education. Juliette A. Southard Scholarship Trust Fund, American Dental Assistants Association, 211 East Chicago Ave., Chicago, Ill. 60611. 1974. Un-numbered. Free. Scholarships in varying amounts are available to high school graduates planning careers in dental assisting. Rules and eligibility regulations are detailed. Student membership in ADAA and certification are also discussed.

AIDS FOR THE TEACHER

Audio-Visual Equipment Directory, The. (Twentieth Edition). Sally Herickes (Ed.). National Audio-Visual Association, Inc., 3150 Spring St., Fairfax, Va. 22030. 1974. 492 pp. \$12.50 (postpaid in U.S.). This illustrated directory is designed to assist purchasers in making practical, cost-effective selections of A-V equipment and systems. Over 2000 items from 585 manufacturers are listed. Price, model, weight, capacity, accessories and technical details are provided for each listing. Geographical listing of dealers, index to 16 mm. motion picture projectors currently in use, and index to contributors are included.

Educators Guide to Free Guidance Materials. (Thirteenth Edition). Mary H. Saterstrom and Joe A. Steph (Eds.). Educators Progress Service, Inc., Randolph, Wis. 53956. 1974. 327 pp. \$9.75. Information on 1,377 selected free guidance aids, including films, filmstrips, slides, tapes, scripts, audiodiscs and printed matter is listed. Names and addresses, availability, loan terms and ordering procedures are included. Canadian and Australian availability indices are provided.

Educators Guide to Free Health, Physical Education, Recreation Materials. (Seventh Edition). Foley A.

Horkheimer (Ed.). Educators Progress Service, Inc., Randolph, Wis. 53956. 1974. 633 pp. \$10.00. Title, source, availability and content are provided for 3,019 free materials on health, physical education and recreation. Films, filmstrips, tapes, scripts, transcriptions and other materials are listed.

Educators Guide to Free Tapes, Scripts, Transcriptions. (Twenty-first Edition). Walter A. Wittich and Raymond H. Suttles (Eds.). Educators Progress Service, Inc., Randolph, Wis. 53956. 1974. 339 pp. \$9.50. Information on source, availability and content of 639 free audiotapes and cassettes, 166 videotapes and cassettes, 29 scripts and 159 audiodiscs is provided. Canadian and Australian indices are included.

Elementary Teachers Guide to Free Curriculum Materials. (Thirty-first Edition). Patricia H. Suttles (Ed.). Educators Progress Service, Inc., Randolph, Wis. 53956. 1974. 395 pp. plus \$10.75. This guide contains complete, up-to-date, annotated schedules on 1,675 free maps, bulletins, pamphlets, exhibits, charts, magazines and books. Availability, loan terms and ordering procedures are listed. Canadian and Australian source indices are included.

Exceptional Children: Educational Resources and Perspectives. Samuel A. Kirk and Francis E. Lord (Eds.). Houghton Mifflin Company, 2 Park St., Boston, Mass. 02107. 1974. 503 pp. \$5.95. Articles examine past and present practices as well as concerns and brief "looks" into the future of special education. Communication disorders, learning disabilities, the intellectually gifted, mentally retarded, children with auditory and visual handicaps, neurological, orthopedic and other health problems, and behavioral disorders are considered. Legal aspects of special education and proposals for restructuring the field are also examined.

Reading and the Gifted Child: A Guide for Teachers. Donald C. Cushenbery and Helen Howell. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 181 pp. \$9.50. Instructional needs and problems of gifted children are described. Readiness concepts as well as organizational patterns and curriculum designs are considered. Teaching strategies and procedures for word recognition skills, comprehension skills and content areas are

detailed. Descriptions and uses of various evaluation instruments are included along with sample lesson plans for special group reading instruction. Appendices provide listings of book clubs for children and youth as well as games, audio-visual devices, audio-visual media and teacher resources.

Right to Read and the Nation's Libraries, The. Right to Read Committees of the American Association of School Librarians, Children's Services Division and Public Library Association. Available from: American Library Association, Order Department, 50 East Huron St., Chicago, Ill. 60611. 1974. 116 pp. \$5.50. Library reading program, "Right to Read," is reviewed. Essay on recommended action at the national level is included. Ways in which public and school libraries may become involved in helping citizens achieve political rights, as well as improve job skills and understanding are considered. Sources of "Right to Read" material are listed.

Teaching the Mentally Retarded Child. (Second Edition). Natalie Perry. Columbia University Press 562 West 113th St., New York, N.Y. 10025. 1974. 750 pp. \$15.00 (cloth). Definition, prevalence, causes and syndromes of mental retardation are discussed. Characteristics of trainable pupils including motor development, language, concept formation, social and emotional development are investigated. Types of school programs, their goals and approaches are examined. Teaching techniques, classroom procedures, and activities from developing motor skills to developing vocational competence are described. Home-school-community relationships are considered. Appendices include samples of school forms, kinds of music, books and other educational materials for trainable retarded classes.

Vocational-Technical Learning Materials: Books and Manuals for Schools and Community Colleges. (Second Edition). Bruce Reinhart (Ed.). Bro-Dart Inc., 1609 Memorial Ave., Williamsport, Pa. 17701. 1974. 307 pp. \$35.00. An annotated collection of books and periodical titles of approximately 5500 vocational-technical resources is provided. Each entry contains title of resource, publisher, publication date, length, International Standard Book Number, price and brief description. Author and subject indices are included.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

Continuing Education for Women: Current Developments. Women's Bureau, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. 1974. 13 pp. Free. Brief summary of multiplying programs, shifting emphases and ongoing problems on continuing education for women in the U.S. is provided. Factors influencing expansion of continuing education programs are analyzed. Characteristics of early programs as well as new program emphases and developments are considered. Special programs for specific groups of women including low-income women, single women, women offenders, union women and wives of executives are described. Consortium arrangements and extension programs are also discussed. Research and evaluation activities are detailed.

Education to Make a Living: Bibliography. Gladys H. Mills (Comp.). Education Commission of the States, 300 Lincoln Tower, 1860 Lincoln St., Denver, Colo. 80203. 1974. 12 pp. Free. Publications relevant to development and enhancement of students' education and careers are listed. Role of vocational education as well as students' individual needs and manpower needs of society are stressed. Title, publisher and publication date are included for each listing.

Facts on Women Workers of Minority Races. U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, D.C. 20210. 1974. 9 pp. Free (single copy). Labor force participation and unemployment figures for women of minority races are examined. Work experience in 1972 of women heads of families, percent of mothers in the labor force, number of children of working mothers, median years of school completed by workers, employment status, occupations and earnings are reviewed.

Internships in School Counseling: A Wisconsin Alternative. William Erpenbach (Ed.). Wisconsin Department of Public Instruction, 126 Langdon St., Madison, Wis. 53702. 1974. 64 pp. 75 cents. This status report describes program in counselor preparation which serves as a substitute for two-years of teaching experience required as part of Wisconsin school counselor certification. Internship programs at

various institutions are evaluated. Appendices provide statistical data relating to internships.

Major Programs 1974/Bureau of Labor Statistics. U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. 1974. 49 pp. Free. Scope of Bureau's principal programs is presented. Selected major characteristics of more than 40 programs are grouped into related subject matter areas. Frequency with which data are made available, principal publications in which they appear and principal uses of data are indicated. Brief narrative accompanies each major subject-matter grouping.

Matters of Choice: A Ford Foundation Report on Alternative Schools. Ford Foundation, Office of Reports, 320 East 43rd St., New York, N.Y. 10017. 1974. 35 pp. Free. Origins of alternative school movement are examined. Types of school alternatives assisted by the Ford Foundation in recent years are described. Schools without walls, community participation in education, "growing" an alternative school and the question of survival are explored.

Minorities in Engineering: A Blueprint for Action. Summary and Principal Recommendations. Alfred P. Sloan Foundation, 630 Fifth Ave., New York, N.Y. 10020. 1974. 42 pp. Free. Originally published as part of a report by the Planning Commission for Expanding Minority Opportunities in Engineering, this booklet reviews the status of four underrepresented minorities in engineering. Recent efforts to increase minority representation are examined. Commission's recommendations for precollege and college levels are detailed.

National Policy on Career Education, A. National Advisory Council on Vocational Education, 425 Thirteenth St., N.W., Suite 412, Washington, D.C. 20004. 1974. 8pp. Free. Distinctions between career education are delineated. Council recommends changes in federal policy in order to effect further advances in making schools relevant to students' needs.

1975 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 4 pp. Free. This catalog lists current BBCCS publications in guidance, career planning and occupational information. Aids for counselors and parents, infor-

mation relating to the handicapped and rehabilitation counseling, educational directories and research are included. Special Occupational Brief Kit is featured.

Relation of Vocational Aspirations and Assessments to Employment Reality, The. Gary D. Gottfredson, John L. Holland and Linda S. Gottfredson. Johns Hopkins University, Baltimore, Md. 21209. 1974. 17 pp. Free. This report examines relationships among kinds of work people aspire to, kinds of work that vocational assessments direct them to and kinds of work actually available. Implications of congruence between kinds of people and their employment are discussed in terms of vocational guidance, test development and career development research and theory.

Report on Women Undergraduate Engineering Students: Biennial Survey 1959-1974. Society of Women Engineers, United Engineering Center, 345 East 47th St., Room 305, New York, N.Y. 10017. 1974. 16 pp. Free (up to 50 copies). Results of a survey of women undergraduate engineering students enrolled in 202 engineering schools are presented. Summary tables show proportions of students in each class, total numbers in each curricula and ranking of curricula as well as comparative data.

Special Project Grants and Contracts Awarded for Improvement in Nurse Training: A Listing. U.S. Department of Health, Education, and Welfare, Public Health Service, Health Resources Administration, Bureau of Health Resources Development, Division of Nursing, Bethesda, Md. 20014. 1974. 139 pp. Free (single copy). Special projects funded by the Division of Nursing to June 1973 are listed. Current project grants, current project contracts, terminated project grants, and grants and contracts to encourage full utilization of educational talent for nursing are included.

Steps to Opening the Skilled Trades to Women. U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, D.C. 20210. 1974. 8 pp. Free. Steps employers must take to increase employment of women in the skilled trades are delineated. Ways in which employers can best utilize women workers, what unions can do to open skilled trades to women and what women can do to accelerate their entry into skilled trades are detailed. Special programs designed to help women enter skilled trades are examined.

Teacher Power and American Education. Ralph J. Flynn. Coalition of American Public Employees, 1126 Sixteenth St., N.W., Suite 213, Washington D.C. 20036. 1974. 15 pp. 50 cents. Collective bargaining as a vehicle for improving the quality of education is examined.

Three Steps for College Entrance. President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1972. Unnumbered. Free. Suggestions on preparing for college are detailed. Self-help ideas concerning financial aid are discussed. Scholarship and loan resources and addresses are listed. An education planning calendar is provided to record college visits, examination dates, deadlines for applications and other pertinent data.

ADULT EDUCATION AND THE AGING

Adulthood and Aging: An Interdisciplinary, Developmental View. Douglas C. Kimmel. John Wiley and Sons, Inc., Publishers, 605 Third Ave., New York, N.Y. 10016. 1974. 484 pp. \$10.95. Developmental approach to the study of adulthood as well as problems of growing old in our society are considered. Psychosocial processes of development; identity and intimacy in young adulthood; physiological, psychological and social sex differences are examined. Families and singles; work, retirement and leisure are discussed. Personality processes, psychopathology, biological and intellectual aspects of aging, dying and bereavement are reviewed. Major social problems of aging persons, nursing homes as "national scapegoats" and education for the future are also studied.

Neglected Older American, The. John G. Cull and Richard E. Hardy (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1973. 263 pp. \$11.95. Characteristic problems of older Americans including problems of transportation and religion are considered. Psychological aspects of aging, perspectives on aging in rural America, rehabilitation needs of older persons and ways in which work helps fill needs are discussed. Voluntary activities, senior centers and nursing home care are examined.

Social Action for Senior Centers. Bella Jacobs (Compl.) National Council on the Aging, Inc., 1828 L

St., N.W., Washington, D.C. 20036. 1974. 56 pp. \$3.50. This publication was developed to assist both practitioners and volunteers working with Senior Center participants involved in a social action process. Part I analyzes positive achievements as well as legitimate concerns of Senior Center directors. Part II includes mechanisms to facilitate social action process, patterns of participation, role of staff, instruments of community change and strengthening advocacy at state levels. Part III details constraints within which social action operates. Alternative strategies of action are described. Appendix includes a "do-it-yourself" *Social Action Handbook* and listing of related publications.

HANDICAPPED AND REHABILITATION COUNSELING

Careers for the Homebound: Home Study Opportunities. President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 16 pp. Free. This pamphlet provides a useful reference tool for counselors in helping the homebound attain educational and vocational objectives. Courses listed may be taken by persons of various ages, backgrounds and educational achievements. They can lead to productive employment, self-improvement or the development of personal interests and hobbies. Immediately following course listings are names and addresses of accredited home study schools offering those particular subjects.

Education and Rehabilitation Techniques. James S. Payne, Cecil D. Mercer and Michael H. Epstein. Behavioral Publications, 72 Fifth Ave., New York, N.Y. 10011. 1974. 307 pp. \$5.95 (paper). A non-categorical approach to special education instruction is proposed. Authors intertwine theory, services and practices which are germane to attaining employment appropriate to handicapped persons. Humanistic and behavioristic viewpoints are discussed as modes of treatment. Skills needed for securing and maintaining jobs for the handicapped and the career education of young children are examined. Authors show how to survey and develop job opportunities within communities.

Habilitation of the Mentally Retarded Individual. Joe E. Walthall and Harold D. Love. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 203 pp. \$9.50. Information is provided about the retarded client and special problems of impairment of mental processes. Vocational placement of mentally retarded persons, assessment techniques as predictors of success and roles of sheltered workshops in the habilitation process are considered. Counseling the mentally retarded, factors affecting vocational adjustment and adjustment problems of young retarded persons are surveyed. Occupational education of educable mental retardates through work-study programs is discussed. Community and state responsibility for mentally retarded individuals is also examined.

Hiring Persons With Hearing Impairments. President's Committee on Employment of the Handicapped, Washington, D.C. 20210. 1974. 12 pp. Free. Purpose of this booklet is to increase one's understanding of persons with hearing impairments. Problem of deafness and hearing impairment, underemployment, ways of bridging the communication gap, and preparation for employment are discussed. Vocational rehabilitation and types of evaluation are explored. National agencies and state committees are listed.

Mental Retardation: Rehabilitation and Counseling. Philip L. Browning. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 447 pp. \$15.75. Part I provides a behavioral science orientation to mental retardation. Concept, definition, classification, etiology, development and personality are discussed. Parts II and III, designed for both practitioner and researcher, address respective areas of rehabilitation and counseling. Prevocational considerations, work-study programs, vocational rehabilitation programs, psychology of work adjustment and behavioral strategies for vocational programming are considered. Behavioral and rehabilitation counseling, psychotherapy techniques, counseling and rehabilitation outcome studies are examined.

National Accreditation Council for Agencies Serving the Blind and Visually Handicapped: Accredited Members. National Accreditation Council for Agencies Serving the Blind and Visually Handicapped, 79 Madison Ave., New York, N.Y. 10016. 1974. Un-

numbered. Free. Accredited agencies serving the blind and visually handicapped are listed alphabetically by state. Name of agency, executives and year in which agency is next scheduled for consideration of extension of accreditation are provided.

Rehabilitation in Israel. Kenneth W. Reagles, Solly Katz and George N. Wright. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 244 pp. \$7.95. This volume is an up-to-date compendium of services available to disabled and vocationally handicapped youth and adults of the State of Israel. Text is organized according to program sponsorship, i.e., governmental, municipal, public and voluntary organizations. Within larger categories, specific programs are arranged alphabetically. Format for each program includes description of rehabilitation process components such as referral procedures and sources, eligibility and evaluations required through placement and follow-up, as well as organizational details pertaining to program's history, legislative base, collaborative arrangements, service evaluation and research activities. Appendix B contains, in summary form, a "Services to the Handicapped Directory" which serves as a useful guide for agency personnel.

Space Age Challenges and New Career Horizons for the Deaf. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 11 pp. \$1.00. This keynote presentation was delivered at the 9th Biennial Convention of the National Congress of Jewish Deaf in Atlantic City. The world of work as it exists today, as well as projections for the future are described. Career needs and guidelines for the deaf are delineated.

THE COUNSELOR'S BOOKSHELF

Abnormal Psychology: An Experimental Clinical Approach. Gerald C. Davison and John M. Neale. John Wiley and Sons, Inc., Publishers, 605 Third Ave., New York, N.Y. 10016. 1974. 632 pp. \$13.95. History, current models in abnormal psychology, research methods and issues in diagnosis and assessment are considered in Part I. Part II concentrates on anxiety and depression. Part III deals with social deviance—problems of addiction, antisocial behavior, the "insanity defense," and unconventional or inadequate human sexual behavior. Part IV discusses

problems of psychosis, adult and childhood schizophrenia, and infantile autism. Brain dysfunctions and mental retardation are examined in Part V. Final section evaluates a number of insight therapies; behavior modification; and group, community and biological treatments. References and glossary of terms are included.

America's Education Press: A Classified List of Educational Periodicals. (Thirty-second Edition). Educational Press Association of America, Communications Dept., Glassboro State College, Glassboro, N.J. 08028. 1974. 147 pp. \$7.50. Nearly 1800 U.S. and Canadian education journals and newsletters are listed. Publications covering broad educational topics as well as special subject areas are included. Each entry provides title, editor, publisher, number of issues per year, subscription rate, circulation, year founded, advertising information, format and payments made for manuscripts.

Career Guidance and the Changing World of Work. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. \$1.00. Physical and educational changes occurring in our society are considered. Transition within the family and consequent changes in human values are discussed. Impact of technological change and resultant change in composition of the labor force are examined. Author concludes with a challenge to the counseling profession to meet future needs.

Career Guidance for Young Women: Considerations in Planning Professional Careers. Richard E. Hardy and John G. Cull (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 207 pp. \$13.75 (cloth). This book is written by professional women for the purpose of offering advice to young women concerning various professional areas. Basic information on training for professional employment, opportunities in that employment and possible discrimination is provided. Historic antecedents and current life styles are presented with detailed descriptions of the roles of professional women in varied professional fields. Medicine, dietetics, economics, banking, realty, the ministry, speech therapy, psychology, secondary school teaching, guidance and the physical sciences are covered.

Changing School Scene, The: Challenge to Psychology. Leah Gold Fein. John Wiley and Sons, Inc., Publishers, 605 Third Ave., New York, N.Y. 10016. 1974. 314 pp. \$12.95. Innovative experimental and compensatory programs in public schools are explored. Changes in schools in deprived areas and challenges they present to school psychologists are stressed. Emergence of training programs for paraprofessionals and adaptations of training in university graduate programs seeking to meet new needs of school children, staff and communities are considered.

Chicanos, The: Life and Struggles of the Mexican Minority in the United States. Gilberto Lopez y Rivas. Monthly Review Press, 62 West 14th St., New York, N. Y. 10011. 1974. 187 pp. \$3.25 (paper). History, social conditions and political movement of resistance and revolt of the Chicanos is surveyed. National and social rebellion in the forms of protest organizations, legal and extra-legal actions, etc. are examined. Second section provides representative readings including analytical writings, poetry, and other protest documents, programs, speeches and letters.

Choice and Change: An Introduction to the Psychology of Growth. Vincent O'Connell and April O'Connell. Prentice-Hall, Inc., Publisher, Englewood Cliffs, N.J. 07632. 1974. 476 pp. \$9.95. Factors and considerations that influence personality and permit individuals to make choices and changes in their lives are explored. In Part I, Discovering Our Present Personality Type, discussion centers on personality integration, the integrated person, anxiety, defending, and becoming aware of one's senses, conditioning, emotions and feelings. Part II, Integrating Our Personality Patterns, discusses psychotherapy, counseling and growth groups as approaches to personal growth; discovery of sexual and symbolic self in dreams; producing and recording dreams as in Perls' "dream-self." Discovering the mythical self, increasing one's awareness of physical self, awareness of choice and change, and centering one's self in the phenomenal world are also considered.

Community Mental Health. Donald H. Miller. Lexington Books, D. C. Heath and Company, 125 Spring St., Lexington, Mass. 02173. 1974. 161 pp. \$14.00. Roles of accessibility and other supply characteristics

of mental health services in influencing consumer behavior are investigated. Previous empirical research is reviewed. General origin of demand for outpatient care is examined. Definition of mental health and illness, causes and means of treating psychiatric problems, and recent governmental programs are discussed. Services and organization of the Westside Community Mental Health Center in San Francisco are described. Recommended approach for future research is outlined.

Counseling Girls and Women: A Guide for Jewish and Other Minority Women. Kenneth A. Wolkon. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 48 pp. \$2.00. Women's position in society, the world of work and the family is examined from an historical perspective as well as present conditions of change. Influence of attitudes, sex roles, legal discrimination and family pattern upon employment is analyzed. New career roles of "Pioneer Women" are highlighted, including author's own research. Evidence from an eight year follow-up study of Jewish young adults is cited. Guidelines for educational and vocational planning, advantages of obtaining career counseling, and availability of financial assistance are discussed. The school's responsibility for providing realistic guidance to girls and women is examined. Group guidance programs are considered in terms of their value in new educational and career possibilities. Topics for discussion in women's groups are suggested. A listing of women's causes and committees in professional associations is provided. Selected bibliography is included.

Counseling High School Students: Special Problems and Approaches. John G. Cull and Richard E. Hardy (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 256 pp. \$10.75. Special problems faced by counselors in the social environment of high school age students are examined. Counseling non-college bound adolescents, counseling for job readiness, group counseling in school settings, career counseling and use of the *Dictionary of Occupational Titles* in counseling are discussed. Problems of delinquent adolescent youth, educational and psychological appraisal of disadvantaged students, effects of mood altering drugs and their implications for counselors are considered.

Counselor's Check-Up List. (Revised). S. Norman Feingold, Anne E. Garrett, Fae E. Hoffman and Neil

S. Dumas. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 11 pp. \$1.00. The *Counselor's Check-Up List* is designed to help educational and vocational counselors in a wide variety of settings keep up-to-date. Some of the most significant recent publications and available professional resources are listed. Sixteen topic headings suggest 275 ideas, techniques, directories and references, many of which are free for the asking. Item sources and complete addresses are included wherever possible.

Depressed Woman, The: A Study of Social Relationships. Myrna M. Weissman and Eugene S. Paykel. University of Chicago Press, 5801 Ellis Ave., Chicago, Ill. 60637. 1974. 289 pp. \$10.00. The behavior of forty depressed women is reviewed over a period of twenty months. Acute depression, recovery and, in some cases, relapse are examined. Effects of patient's behavior on marriage, family and friends is of special concern. Patterns underlying maladjustment of depressed women is studied. Philosophies of treatment are considered.

Eight Years Later: Education and Careers of Young Jewish Adults. Sol Swerdloff and Howard Rosen. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 80 pp. \$3.00. This survey of 1,125 young Jewish adults is a follow-up study of the original 6,600 who participated in the 1961 study, *The College and Career Plans of Jewish High School Youth*. The present study reports on the educational and career progress of these young people. Information about their continued attachment to Judaism, extent of and factors relating to intermarriage, relationships with parents, career choice and impact of vocational guidance is provided. Guideposts for action as seen by BBCCS are discussed. Significance and implications of key findings for guidance are indicated.

Families: A Multigenerational Approach. Marvin R. Koller. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 339 pp. \$5.95. Multigenerational approach to organizing marriage and family data is emphasized. Part One provides background data on marriage and family structures, history of families, cross-cultural studies of families, status of the sexes, age grading and racism. Part Two concentrates on contemporary American family life. White, urban, middle class

Protestant families as well as nontypical families—blacks, Spanish-, Japanese-, and Jewish-Americans, the poor and the rich are considered. Spouse selection, husband-wife relationships, and birth and socialization of children are examined. Changing relationships between and among children, parents and grandparents in modern America are studied. Final section discusses alternate lifestyles and forms of families, with education; research and counseling viewed as resources upon which future generations may rely.

Family Communication: A Guide to Emotional Health. Sven Wahlroos. Macmillan Publishing Company, Inc., 866 Third Ave., New York, N.Y. 10022. 1974. 319 pp. \$8.95. Ways in which family members may constructively cope with the complexities of relating to one another are illustrated. Twenty basic rules of communication are considered in Part I. Individual needs are stressed. Part II considers ten characteristics of emotional health. Helping oneself and others, freedom of choice, inner security, postponement of need gratification and ability to evaluate emotional reality are examined. Emotional relationships, learning from experience, enthusiasm, identification with mankind and faith are also discussed.

Family Worlds: A Psychosocial Approach to Family Life. (Second Edition). Robert D. Hess and Gerald Handel. University of Chicago Press, 5801 Ellis Ave., Chicago, Ill. 60637. 1974. 306 pp. \$3.95 (paper). Complexities of family emotional organization are examined by interpretive analysis of family psychological and psychosocial materials. Detailed examinations of five family case studies explore non-pathological family interaction and emotional structure. Areas of behavior needing further research are noted.

Fundamentals of Crisis Counseling. William Getz, Allen E. Wiesen, Stan Sue and Amy Ayers. Lexington Books, D. C. Heath and Company, 125 Spring St., Lexington, Mass. 02173. 1974. 184 pp. \$12.50. Conceptual background in crisis work and guidelines for promoting client growth in crisis are presented. Part I considers historical development of crisis intervention, characteristics of effective crisis counselors, goals, techniques, phases of crisis interviews, telephone crisis counseling and crisis intervention with minority group clients. Part II provides case

histories and discussions of crisis intervention principles involved. Appendices include The Social Readjustment Rating Scale, Evaluation of Suicide Risk and Mental Status Examination Record.

Guide to Psychologists and Their Concepts, A. Vernon J. Nordby and Calvin S. Hall. W. H. Freeman and Company, 660 Market St., San Francisco, Calif. 94104. 1974. 187 pp. \$8.00 (cloth). Biographies of approximately 40 psychologists are presented. Discussions of their major ideas and most important published works are included. Terms and concepts are also defined.

Human Development: The Span of Life. George Kaluger and Meriem Fair Kaluger. C. V. Mosby Company, 11830 Westline Industrial Dr., St. Louis, Mo. 63141. 1974. 330 pp. \$9.95. "Life-span" approach is used to study process of human development. Physical, mental, social, emotional and moral growth are studied for each stage of development. Developmental tasks are presented for each age division—infancy through later adulthood—as well as age level characteristics of behavior and development, living patterns and personality development. Glossary of terms is included.

Intimacy, Family and Society. Arlene Skolnick and Jerome H. Skolnick (Eds.). Little, Brown, and Company, 34 Beacon St., Boston, Mass. 02106. 1974. 598 pp. \$6.95. Readings emphasize personal experience and interpersonal relations in the family. Part 1 considers nature of the family as well as the family as a social organization. Part 2 discusses social organization of sex including development of sexuality and social context of sexuality. Part 3 examines masculine and feminine roles in family and society. In Part 4, relationships of children and their parents are analyzed. Final section details variety of life styles and politics of the household.

New Morality, The: A Profile of American Youth in the 70's. Daniel Yankelovich. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 166 pp. \$2.95 (paper). Based on 3522 personal interviews, views and attitudes of American youth, aged 16 to 25, are studied. Findings are compared to studies made by author in the 1960's. College and noncollege values are contrasted in relation to sexual mores, work-related values,

women's liberation, credibility of basic institutions, politics and traditional beliefs. Social profiles of minorities, veterans and noncollege groups are examined.

Perspectives on Career Guidance: An Administrator's View. S. Norman Feingold. A reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. \$1.00. Basic concepts of career education and their relation to career guidance are considered. Role of career guidance within the framework of career education is examined. The thrust of today's youth toward personal growth and self-actualization is emphasized. Author provides twenty-two working guidelines for counselors. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

Primer for Counselors. A. Robert J. Carr. Washington University, Box 1053, St. Louis, Mo. 63130. 1974. 113 pp. \$4.00. Basic information about how to get started as a beginning counselor is provided. Questions and issues of concern to fledgling counselors are considered. Chapter 1 discusses reasons for being in a counselor training program, ways to become a more effective counselor, initial anxiety and what one may expect from counseling supervision. Chapter 2 examines practical problems and issues in starting one's internship. Pragmatic questions and concerns arising from counselor's decision to initially see a client are explored in Chapter 3. Methods of counselor intervention are described in Chapter 4. Final chapters consider termination of counselor training program and "looking ahead" to job interviews and/or additional training.

Provocative Therapy. Frank Farelly and Jeff Brandsma. Shields Publishing Company, Inc., Fort Collins, Colo. 80521. 1974. 195 pp. \$4.95. Authors explain assumptions and hypotheses of "provocative therapy." As defined, provocative therapy emphasizes sociological and interpersonal perspectives of man. Roles of provocative therapists, humor in therapy and languages of therapists are discussed. Stages of process in provocative therapy, family and group therapy are examined. Dialogue of client sessions are provided throughout book for purposes of illustration.

Psychologists, The. Volume II. T. S. Krawiec (Ed.). Oxford University Press, 200 Madison Ave., New York, N.Y. 10016. 1974. 532 pp. \$6.95 (paper). Eleven psychologists from various areas of teaching and research describe their intellectual life styles. Early family influences, social forces, and experiences with students, teachers and peers that influenced their contributions to psychology are considered. Contributors include Heinz L. Ansbacher, Joseph Brozek, Raymond B. Cattell, J. McVicker Hunt, Arthur R. Jensen, Howard H. Kendler, Robert Ward Leeper, Gardner Murphy, Charles E. Osgood, Carl Pfaffmann, and Morris S. Viteles.

Questions and Answers on Death and Dying. Elisabeth Kubler-Ross. Macmillan Publishing Company, Inc., 866 Third Ave., New York, N.Y. 10022. 1974. 177 pp. \$4.95. This sequel to *On Death and Dying* considers the most frequently asked questions. Author answers questions about the dying patient, special forms of communication, suicide, terminal illness, sudden death and prolongation of life. Family problems after death has occurred, funerals, old age, as well as questions of humor and fear, faith and hope are also examined.

Self-Discovery and Social Awareness. Everett Ostrovsky. John Wiley and Sons, Inc., 605 Third Ave., New York, N.Y. 10016. 1974. 310 pp. \$11.95 (cloth). Author uses unconventional, question-oriented approach to basic problems of personal and social development. Part 1 combines 57 episodes of childhood and adolescence with 26 theoretically based articles by prominent psychologists, educators and philosophers. Part 2 presents 50 role-playing situations and 4 case studies which are utilized for gaining insight into dynamics and intricacies of group processes, how roles are perceived, and how human conflict is confronted. Part 3 involves individuals in investigation of human problems in the context of 15 proverbs and quotations representing historical, moral, ethical, political, and social aspects of our heritage. Individual symbolic meanings, traditions, stereotypes and folklore incorporated in the process of socialization and education are highlighted.

Street Gangs: Yesterday and Today. James Haskins. Hastings House, Publishers, Inc., 10 East 40th St., New York, N.Y. 10016. 1974. 155 pp. \$6.95. History of street gangs from colonial times to the present is

traced. Reasons for persistence of street gangs, who joins them and what needs they satisfy are analyzed. Factors in common with establishment groups are examined. Glossary of slang terms is included.

Stressful Life Events: Their Nature and Effects.

Barbara Snell Dohrenwend and Bruce P. Dohrenwend (Eds.). Wiley-Interscience, John Wiley and Sons, Inc., 605 Third Ave., New York, N. Y. 10016. 1974. 340 pp. \$19.95. Relation of stressful life events to physical illness and to psychiatric disorder are examined. Overview of substantive research findings as well as a comprehensive examination of methodological issues raised is provided. Major advances in medicine, psychiatry, psychology and sociology on stressful life events and their relation to such problems as heart disease, depression and attempted suicide are reported. Issues and controversies arising from investigations are discussed.

Study of Abnormal Behavior, The: Selected Readings.

(Third Edition). Melvin Zax and George Stricker. Macmillan Publishing Company, Inc., 866 Third Ave., New York, N.Y. 10022. 1974. 582 pp. \$6.25 (paper). First unit covers significant theoretical problems of current concern in the study of abnormal psychology. Section II offers a variety of approaches to psychopathology. Psychoneuroses, psychoses, personality disorders and children's disorders are reviewed. Section III considers various approaches and research in psychotherapy. Final section is devoted to recent issues and trends in community psychology.

Woman, Culture, and Society.

Michelle Zimbalist Rosaldo and Louise Lamphere (Eds.). Stanford University Press, Stanford, Calif. 94305. 1974. 352 pp.

\$3.95 (paper). Sixteen women anthropologists analyze the place of women in human societies. First three essays examine evidence for "asymmetrical valuations" of the sexes across a range of cultures. Remaining papers explore women's roles in a variety of social systems. Inadequacies of conventionally male-oriented accounts of social structures are demonstrated. Strategies by which women in different cultures achieve political power and social recognition are described. Social-structural, legal, psychological, economic, ritual, mythological and metaphorical factors that account for variations in women's lives are investigated.

Woman, Woman! Feminism in America.

Elaine Landau. Julian Messner, 1 West 39th St., New York, N.Y. 10018. 1974. 189 pp. \$5.95. Role of women in American history is described. Stereotypes and discrimination that have kept women from realizing their potential are discussed. The "new feminism" of the 1960s and '70s is recounted. Advances in employment, sex roles, health care and education are examined. Goals and actions for the future are considered.

Women: A Bibliography on Their Education and Careers.

Helen S. Astin, Nancy Suniewick and Susan Dweck (Eds.). Behavioral Publications, 72 Fifth Ave., New York, N.Y. 10011. 1974. 243 pp. \$10.95. This annotated bibliography covers topics ranging from determinants of career to history and economics of women in the work force. Marital and familial status of working women, role of continuing education and developmental studies are also considered. Commentaries and policy papers of activist and special interest groups are presented.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (continuation of listing from last issue)

APA Monitor. American Psychological Association, Inc., 1200 Seventeenth St., N.W., Washington, D.C. 20036. Monthly. Free (members); \$5.00 per year (non-members).

Canada's Mental Health. Department of National Health and Welfare. Available from: Information Canada, Ottawa, Canada K1A 0S9. Quarterly. Free (Canada only); \$3.00 per year (Payable in advance to: The Receiver General of Canada).

Career Education News. McGraw-Hill Institutional Publications, 230 West Monroe St., Chicago, Ill. 60606. 22 issues. \$35.00 per year.

Carnegie Quarterly. Carnegie Corporation of New York, 437 Madison Ave., New York, N.Y. 10022. Quarterly. Free.

Changing Education. American Federation of Teachers, AFL-CIO, 1012 Fourteenth St., N.W., Washington, D.C. 20036. Quarterly (as supplement to *American Teacher*). Free (AFT members); \$5.00 per year (non-members).

Dollars for Scholars: CSFA News. Citizens' Scholarship Foundation of America, Inc., 136 North Main St., Concord, N.H. 03301. Bi-monthly. Free.

East-West Center Magazine. Office of Publications and Public Affairs, East-West Center, 1777 East-West Rd., Honolulu, Hawaii 96822. Quarterly. Free.

Federal Civilian Manpower Statistics. Manpower Statistics Division, U.S. Civil Service Commission, 1900 E St., N.W., Washington, D.C. 20415. Monthly. Free.

Film News: The International Review of AV Materials and Equipment. Film News Company, 250 West 57th St., New York, N.Y. 10019. 6 issues. \$6.00 per year (U.S. and Canada); \$7.50 per year (foreign).

Humanist, The. 923 Kensington Ave., Buffalo, N.Y. 14215. 6 issues. \$8.00 per year (U.S.); \$8.50 per year (Canada).

IRCD Bulletin. ERIC Information Retrieval Center on the Disadvantaged, Teachers College, Columbia University, 525 West 120th St., New York, N.Y. 10027. 5 issues. Free.

Industrial Education. Subscription Department, P.O. Box 900, Cos Cob, Conn. 06807. 10 issues. \$9.00 per year (U.S. and Canada); \$12.50 per year (foreign).

Manpower Information Service. Manpower Information, Inc., Bureau of National Affairs, Inc., Washington, D.C. 20037. Bi-weekly. \$396.00 per year.

NASW News. National Association of Social Workers, Southern Bldg., Sixth Floor, 1425 H St., N.W., Washington, D.C. 20005. 11 issues. Free (members); \$10.00 per year (non-members).

National Association for Women Deans, Administrators and Counselors, Journal of the. National Association for Women Deans, Administrators and Counselors, 1028 Connecticut Ave., N.W., Washington, D.C. 20036. Quarterly. \$7.50 per year (domestic); \$9.00 per year (foreign).

New Jersey School Leader, The. N.J. School Leader, P.O. Box 909, Trenton, N.J. 08605. Bi-monthly. Free (N.J. School Boards Association members); \$12.00 per year (non-members).

Newsletter. Association for Women in Psychology, Apt. 24S, 180 West End Ave., New York, N.Y. 10023. 5 issues. Free (members); \$10.00 per year (non-members); \$15.00 per year (institutions).

Regional Action. Southern Regional Education Board, 130 Sixth St., N.W., Atlanta, Ga. 30313. Quarterly. Free.

Single Parent, The. Parents Without Partners, Inc., 7910 Woodmont Ave., Washington, D.C. 20014. 10 issues. \$2.75 per year (members); \$5.50 per year (non-members).

Social and Rehabilitation Record, The. Social and Rehabilitation Service, Department of Health, Education, and Welfare. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Monthly. \$6.40 per year (domestic); \$8.00 per year (foreign).

Social Security Bulletin. U.S. Department of Health, Education, and Welfare, Social Security Administration. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Monthly. \$10.45 per year (U.S., Canada and Mexico); \$13.10 per year (foreign).

Spectator. National Association of Elementary School Principals, 1801 North Moore St., Arlington, Va. 22209. Quarterly. Available only as part of membership (\$20.00 per year, domestic; \$25.00 per year, foreign).

Synergist. National Student Volunteer Program—Volunteers in Service to America, ACTION, 806 Connecticut Ave., N.W., Washington, D.C. 20525. Triennially. Free.

Techniques for Teachers of Adults. National Association for Public Continuing and Adult Education, 1201 Sixteenth St., N.W., Washington, D.C. 20036. 8 issues. \$5.00 per year.

Women's Studies Newsletter. W.S. Newsletter/The Feminist Press, Box 334, Old Westbury, N.Y. 11568. Quarterly. \$5.00 per year (individuals); \$10.00 per year (institutions).

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